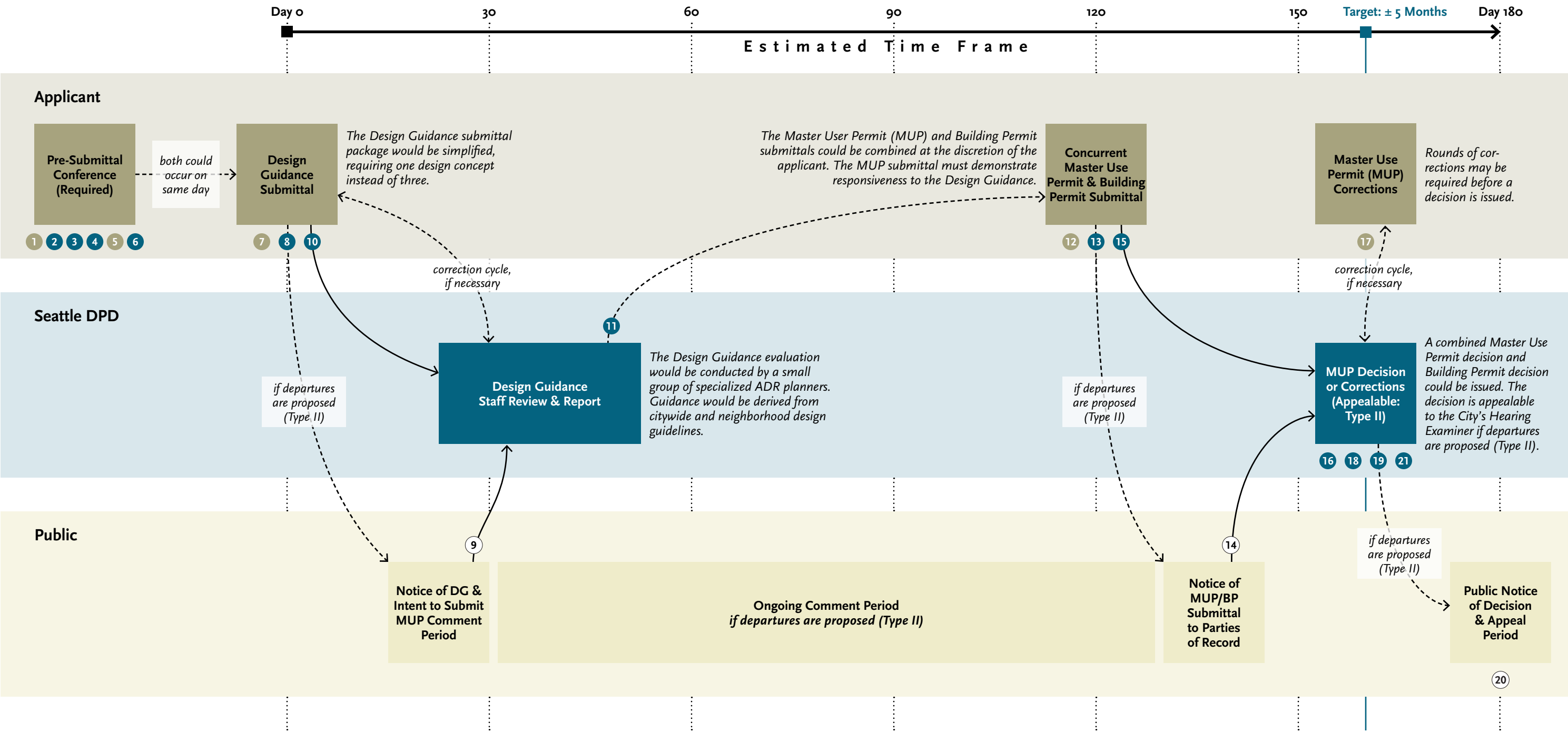


Draft Recommendation: Administrative Design Review

Process is streamlined compared to the existing Design Review process by reducing the number of steps from two (EDG + Design Recommendation) to one (Design Guidance). Applicants may more readily submit for a Building Permit at the same time as the Master Use Permit (MUP).

- Replaces the existing ADR process
- Allows development departures
- One ongoing public notice period for projects requesting departures
- If no departures, then decision is not appealable (Type I)
- If departures, then decision is appealable (Type II)



Draft Recommendation: Administrative Design Review

	Developer	Seattle DPD	Public	Fee & Staff Hours
Pre-submittal	<p>1 Applicant applies for a project number by completing and sending in a Preliminary Application form to the Applicant Services Center. The applicant must also fill out a Pre-Application Site Visit (PASV) form for a fee of \$124.50, these two things can happen simultaneously. Once a project number has been acquired and the site visit for the PASV has taken place, the applicant can then apply for the Pre-Submittal Conference (PSC) by filling out the Pre-Submittal Conference Application (PSCA) and sending it in to the Applicant Services Center. This is the application that will notify the DPD that the project will be undergoing the ADR process.</p> <p>5 Both the applicant and the planner must attend the PSC. The applicant may request—on the PSCA—other DPD or SDOT staff to be present in order to address outstanding site and building questions. If the applicant has building questions, this is an appropriate stage for a building permit representative to be present. This meeting is meant to also be the intake for the Design Guidance (DG) submittal packet which contains one (1) site, massing and preliminary design concept for the project site. If the applicant is not familiar with the process, they can choose to view this as an informational meeting, and then follow the drop-off submittal process outlined by the DPD. Fees for PSCs and additional hours of review are listed in the current version of the Fee Subtitle available online on DPD’s “Fees” page at <a href="http://www.seattle.gov/dpd/about/fees">www.seattle.gov/dpd/about/fees</a>.</p>	<p>2 A DPD planner is assigned from a sub-group of 3 or 5 ADR-trained planners within the pool of roughly 18 discretionary planners capable of performing full design reviews.</p> <p>3 The planner shall visit the site prior to the PSC to assess site conditions and complete an annotated checklist of priority guidelines. Ideally, the applicant will have sent the planner the proposal beforehand so the planner can review the proposal while on site, prior to meeting with the applicant.</p> <p>4 The planner shall review the PSCA and invite all relevant and requested DPD/SDOT staff to attend the PSC. The planner shall also submit the annotated checklist of priority guidelines to the applicant in advance of the PSC. The SDOT design guidance meeting may be combined with the PSC.</p> <p>6 The planner’s role at the PSC is to give the applicant general information on the review process and initial guidance on site, building and design issues. The applicant may choose to submit the DG package following the meeting. The planner may advise the applicant to come back for another PSC meeting if the PSCA materials do not appear to reflect an application that would meet requirements.</p>		<p>\$124.50</p> <p>+ Planner Review Fee <i>(typically 4 hours at \$250/hour for research, site visit, annotated checklist of priority guidelines and pre-submittal meeting)</i></p>
Design Guidance	<p>7 The applicant may submit the project for review by preparing a Design Guidance submittal package at any time after a PSC. CAMs 105 (drop off submittals) and a new CAM to be developed specifically for ADR will detail the DG submittal requirements. Forms and instructions are available online at <a href="http://www.seattle.gov/dpd/publications/forms">www.seattle.gov/dpd/publications/forms</a>, or from the Applicant Services Center (ASC). Completed forms may be dropped off, mailed or faxed to the ASC. The intent of the DG package is to present an initial design proposal for review. The applicant shall provide 3 copies of the tabloid-sized (11 x 17 inches) DG packet (See new ADR CAM.) which includes one fully developed schematic design concept. Other specific items required at the time of DG submittal include:</p> <ul style="list-style-type: none"><li>• Signed Letter of Authorization</li><li>• Signed Financial Responsibility Form</li><li>• Completed Drop-off Submittal Fee Worksheet and a check for \$2,070.00 (which covers the DG meeting, the intake appointment, and the notice fees for ADR)</li><li>• Copy of PASV</li><li>• Copy of Preliminary Application</li><li>• Completed Application (See See new ADR CAM.) Attachment A, 3 copies of 11 x 17 DG packet</li><li>• Copy of Pre-Submittal Conference Meeting Minute Notes (which can be sent to planner after completion).</li></ul> <p>The applicant is responsible for uploading a digital version (.pdf file) of the DG package to the DPD’s web site per instructions found at <a href="http://www.seattle.gov/dpd/pdfinstructions">www.seattle.gov/dpd/pdfinstructions</a>.</p>	<p>8 After the applicant has submitted a complete application, Land Use Intake Bulletin staff will install the yellow placard to indicate that the site is undergoing land use review. For projects requesting departures, the public comment period will commence with the planner ‘noticing’ the proposed project, through mailers, to residents and property owners within 300 feet of the site. Notice requirements are specified in SMC 23.76.011. Notice of the application will also be provided in DPD’s weekly Land Use Information Bulletin (available online at <a href="http://www.seattle.gov/dpd/notices">www.seattle.gov/dpd/notices</a>) and the DG package will be posted on the web site. The public comment period will allow citizens to comment on all aspects of the project, including siting and design issues.</p> <p>10 After the application is approved and the public notice has been sent the planner takes the DG package to an Administrative Design Guidance Review meeting which is conducted by the assigned ADR-trained planner. Guidance would be derived from citywide and neighborhood design guidelines. The DG meeting should occur no later than 30 days after a complete DG application.</p> <p>11 The planner has 10 days following the DG meeting to create a brief Design Guidance report generated from citywide and neighborhood design guidelines, staff suggestions and comments received from the public. The DG report provides design guidance that must be addressed by the applicant in the MUP/BP submittal. All departures are identified and formalized in the DG report.</p>	<p>9 For projects that request departures, community members have a chance to comment at any time until 2 weeks after the project has been submitted for MUP/BP. For comments to be considered in the Design Guidance report, comments must be submitted to the DPD within 2 weeks of the initial notice. Comments from community members are most effective when they address elements within the purview of the DR process, such as architectural concept and consistency and exterior finish materials. Notice procedures per SMC 23.76.011.</p>	<p>\$2,070.00 <i>(includes 6 hours at \$250/hour for review and documentation)</i></p>

Draft Recommendation: Administrative Design Review

	Developer	Seattle DPD	Public	Fee & Staff Hours
Master Use & Building Permits	<div>12</div> <p>After receiving the DG report, the applicant is permitted to schedule a combined Master Use Permit/Building Permit (MUP/BP) intake appointment. (An applicant can also choose to schedule MUP and BP intake appointments separately.) A MUP/BP is a consolidated permit including all required land use reviews (including the Design Review) as well as all required building permit reviews. All projects undergoing Design Review—including ADR—are required to enter the MUP process. The applicant must utilize the guidance from the planner to produce the MUP/BP set. It is the applicant’s responsibility to make sure that all guidance is addressed. Failure to do so may add significant time to the process due to additional comment/correction rounds. Fees for MUP submittals and additional hours of review are listed in the Fee Subtitle at <a href="http://www.seattle.gov/dpd/about/fees">www.seattle.gov/dpd/about/fees</a>. Forms and instructions are available online at <a href="http://www.seattle.gov/dpd/publications/forms">www.seattle.gov/dpd/publications/forms</a> or from the Applicant Services Center. See below for list of required submittal materials.</p>	<div>13</div> <p>For projects requesting departures, mailers are sent only to those parties of record who signed up to be notified of MUP submittal. The planner will also notice the MUP submittal on the DPD’s website. Notice procedures for the MUP process are specified per SMC 23.76.012.</p> <div>15</div> <p>Upon receipt of the MUP/BP, the planner divides the plans and assigns them to various review stations depending on the nature of the proposed project. All MUP/BPs go through a land-use/zoning review and a Design Guidance review (both completed by the assigned ADR planner), a structural and ordinance review, an addressing station, an energy review, a drainage review, and a fire review at the very least. Additional reviews may include, but are not limited to: Department of Neighborhoods (DON), an Environmentally Critical Areas (ECA) review, a shoring review, a conveyance review, a mechanical review, and a geosoils review all depending on whether unique conditions on site trigger specific issues.</p> <div>16</div> <p>Each reviewer is responsible for reviewing the MUP/BP submittal for the information relevant to their specific station. If the reviewer feels the application is complete, he/she can ‘approve’ the plans for that particular review. However, if the reviewer feels the plans need clarifications or corrections, a Correction Notice is generated and sent to the applicant and the plans are dropped off at Plans Routing for the applicant to pick up.</p>	<div>14</div> <p>For projects that request departures, Parties of Record will be notified of the MUP/BP submittal. The public comment period will remain open for 14 days following the date of the MUP/BP notification.</p>	<p>\$1,000 <i>(for the MUP if ADR is the only triggering item)</i></p> <p>+ Planner Review Fee <i>(typically 6 hours at \$250/hour for Design Review and zoning review component of Building Permit)</i></p> <p>+ Building Permit Fee <i>(based on value of proposed construction)</i></p>
	<div>17</div> <p>If correction notices have been generated, the applicant is responsible for:</p> <ul style="list-style-type: none"><li>• Picking up the plans from Plans Routing within 7 days of being notified, otherwise Plans Routing will send the plans to the applicant and bill them,</li><li>• Responding to all correction notices by updating drawings, forms, and plan sets, and</li><li>• Resubmitting all plan sets back to Plans Routing for another round of review.</li></ul>	<div>18</div> <p>After all correction rounds have been completed and approved the planner issues a MUP Decision.</p> <div>19</div> <p>If no departures are included, a Type I Decision is issued, and no further notice is required. If departures are included, a Type II Decision is issued and the planner publishes a Notice of Decision which is mailed to all parties of record and posted in the weekly Land Use Information Bulletin (available at <a href="http://www.seattle.gov/dpd/notices">www.seattle.gov/dpd/notices</a>). A Type II Decision can be appealed to the City’s Hearing Examiner. Procedures are specified in SMC 23.76.022.</p> <div>21</div> <p>If the MUP Decision is not appealed, the planner can issue a combined Master Use/Building Permit. If there are appeals, the permit cannot be issued until after the Hearing Examiner Process is complete and a decision has been made, per SMC 23.76.028.</p>	<div>20</div> <p>If a Type II Decision with departures is issued, community members have 2 weeks to appeal the decision following publication of the Notice of Decision. Procedures are specified in SMC 23.76.022.</p>	<p>Planner Review Fee <i>(typically 2 hours at \$250/hour)</i></p>

MUP/BP Application Submittal Materials

- Six (6) sets of MUP/BP level plans and drawings which include exterior materials and colors, departure documentation, and justifying, in narrative form, any requested development standard departures.
  - The MUP/BP set must also include: DPD Cover sheet, Site plan(s), Floor plans, Elevations, Landscape Plans, Survey, Sections, Wall/Floor/Door/Window Schedules, Details, Building Code Info/Diagrams, Civil Plans, Structural Plans, Shoring Plans, etc.
  - Attachment B (See new ADR CAM.)
- Design Departure Matrix (a table of departure requests that compares the proposed design in quantitative terms to the code requirements)
  - Signed Letter of Authorization
  - Signed Financial Responsibility Form
  - Copy of PASV
  - 4 (at least) colored and shadowed elevations on a single sheet
  - Energy Calculations and Equipment Sizing Calculations
  - Structural Calculations
  - Geotechnical Report
- Storm Drainage Report
  - Water Availability Certificate
  - Building or Mechanical Permit Contact Disclosure Form
  - Special Inspection Schedule
  - Geotechnical Inspection Schedule
  - Letter of Intent to meet House Bill 1848 (if required)
  - Colored Landscape plans
  - SEPA application (if required)
  - Administrative Conditional Use application (if required)